



**City of Eugene**  
Planning & Development  
Building & Permit Services  
99 W. 10<sup>th</sup> Ave.  
Eugene, OR 97401  
www.eugene-or.gov

**Questions? Contact Business License at (541) 682-5379**

## ***PAYDAY LENDER LICENSE APPLICATION INSTRUCTIONS***

Oregon State Statute Chapter 725.600 requires Payday Lenders to obtain a state issued license prior to conducting business to provide certain consumer loans. City of Eugene Code Chapter 3 regulates the Payday Lender industry and requires each lender location to apply for and receive a license. The annual license fee for each payday lender location is \$500.00 payable at the time of application.

Any payday lender not in compliance with the Eugene Code and Administrative Rules pertaining to payday loans may be subject to civil penalties up to \$1,500.00 per occurrence.

### ***To apply for an initial license:***

Complete a Payday Lender Application form for each location within the Eugene city limits and submit it with the \$500.00 license fee per location. All information on the application form is required and a copy of the payday lender fee schedule and other documents as listed must be submitted with the application.

Submit completed application, supporting documentation, and fee to:

City of Eugene  
Business License  
99 W. 10<sup>th</sup> Ave.  
Eugene, OR 97401

**Please make checks payable to: City of Eugene**

### ***To renew (annually) an existing license:***

Complete a Payday Lender Renewal form for each location within Eugene city limits and submit it with the \$500.00 license fee per location. All information on the renewal form is required and a copy of the payday lender fee schedule and other documents as listed must be submitted with the renewal form.

Renewal forms are due no later than 30 days prior to the current license expiration date.

***License will be sent to the business mailing address listed on the application.***



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**PAYDAY LENDER LICENSE APPLICATION**

(Fill out completely & type or print legibly)

Business Name			
DBA (assumed business name)			
Entity type	<input type="checkbox"/> Sole Prop <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp <input type="checkbox"/> Partnership		
State of Oregon Payday Lender License #			
Registered Agent	Name		
	Address		
	City	State	Zip
Business Location	Address		
	City	State	Zip
	Phone	Fax	
Mailing Address	Address		
	City	State	Zip

**ATTACHMENTS REQUIRED**

- ☐ Lender fee schedule
- ☐ Borrowers right to cancel payday loan documentation.
- ☐ Borrowers right to convert to payment plan documentation.
- ☐ Non-renewal disclosure documentation.
- ☐ Borrowers right to file a complaint documentation.

**Contact person for this application:**

Contact Name/Title		Phone	
Email Address		Fax	

This is an application to secure a regulatory license to operate a payday lending business per Eugene Code Chapter 3. The payment of a license fee and the acceptance of such fee and issuance of a license by the City does not entitle a licensee to carry on a business not in compliance with all applicable requirements of state, federal, municipal, or other law. The undersigned declares under penalty of making false certificate that the information given in this application is true.

Signature\_\_\_\_\_ Title\_\_\_\_\_ Date\_\_\_\_\_